

**C. ONLINE EXAMINATION**

I. The structure of the Online examination will be as follows:

**Management Trainee (General/Technical)**

| Sr. No. | Name of the Tests (Not By sequence)                      | No. Of questions | Maximum Marks | Medium of Exam    | Time allotted for each test (Separately timed) |
|---------|--|------------------|---------------|-------------------|--|
| 1.      | Professional Knowledge                                   | 100              | 100           | Hindi and English | 70 Minutes                                     |
| 2.      | General Awareness  | 20               | 20            | Hindi and English | 15 Minutes                                     |
| 3.      | English Language   | 25               | 25            | English           | 20 Minutes                                     |
| 4.      | Reasoning and Computer Aptitude                          | 25               | 25            | Hindi and English | 20 Minutes                                     |
| 5.      | Data Analysis & Interpretation and Quantitative Aptitude | 30               | 30            | Hindi and English | 25 Minutes                                     |
|         | <b>Total</b>   | <b>200</b>       | <b>200</b>    |                   | <b>2 Hours 30 Minutes</b>                      |

**Accountant**

| Sr. No. | Name of the Tests (Not By sequence)                      | No. Of questions | Maximum Marks | Medium of Exam    | Time allotted for each test (Separately timed) |
|---------|--|------------------|---------------|-------------------|--|
| 1.      | Professional/Subject Knowledge                           | 60               | 60            | Hindi and English | 55 Minutes                                     |
| 2.      | General Awareness  | 40               | 40            | Hindi and English | 20 Minutes                                     |
| 3.      | English Language   | 40               | 40            | English           | 25 Minutes                                     |
| 4.      | Reasoning and Computer Aptitude                          | 30               | 30            | Hindi and English | 25 Minutes                                     |
| 5.      | Data Analysis & Interpretation and Quantitative Aptitude | 30               | 30            | Hindi and English | 25 Minutes                                     |
|         | <b>Total</b>   | <b>200</b>       | <b>200</b>    |                   | <b>2 Hours 30 Minutes</b>                      |

**Superintendent (General)**

| Sr. No. | Name of the Tests (Not By sequence)                      | No. Of questions | Maximum Marks | Medium of Exam    | Time allotted for each test (Separately timed) |
|---------|--|------------------|---------------|-------------------|--|
| 1.      | Reasoning and Computer Aptitude                          | 60               | 60            | Hindi and English | 50 Minutes                                     |
| 2.      | English Language   | 40               | 40            | English           | 25 minutes                                     |
| 3.      | Data Analysis & Interpretation and Quantitative Aptitude | 60               | 60            | Hindi and English | 50 Minutes                                     |
| 4.      | General Awareness  | 40               | 40            | Hindi and English | 25 Minutes                                     |
|         | <b>Total</b>   | <b>200</b>       | <b>200</b>    |                   | <b>2 Hours 30 Minutes</b>                      |

**Junior Technical Assistant**

| Sr. No. | Name of the Tests (Not By sequence)                      | No. Of questions | Maximum Marks | Medium of Exam    | Time allotted for each test (Separately timed) |
|---------|--|------------------|---------------|-------------------|--|
| 1.      | Professional Knowledge                                   | 65               | 65            | Hindi and English | 55 Minutes                                     |
| 2.      | Reasoning and Computer Aptitude                          | 40               | 40            | Hindi and English | 25 Minutes                                     |
| 3.      | Data Analysis & Interpretation and Quantitative Aptitude | 40               | 40            | Hindi and English | 30 Minutes                                     |
| 4.      | General Awareness  | 20               | 20            | Hindi and English | 15 Minutes                                     |
| 5.      | English Language   | 35               | 35            | English           | 25 Minutes                                     |
|         | <b>Total</b>   | <b>200</b>       | <b>200</b>    |                   | <b>2 Hours 30 Minutes</b>                      |

**II. Syllabus for Professional Knowledge test (wherever applicable) (This is only a Broad/Indicative syllabus and it may slightly change in the examination):**

**Syllabus for Management Trainee (General) [Post Code-1]**

**A. Human Resource Management & IR (30)**

- i. Management of Industrial Relations & Labour Legislation
- ii. Recruitment and Selection
- iii. Employee Discipline
- iv. Organization Behaviour, Organizational Change and Intervention Strategies
- v. Trade Unions
- vi. Compensation Management & Performance Management
- vii. Human Resource Development: Strategies and Systems
- viii. Manpower Planning
- ix. Management of Training and Development
- x. Interpersonal Processes and Counselling Skills for Managers
- xi. Change & Conflict Management
- xii. Dispute resolution and Grievance Management

**B. Marketing Management (35)**

- i. Marketing: Concept
- ii. Marketing of Services
- iii. Advertising and Brand Management
- iv. Segmentation and Positioning
- v. Rural and Social Marketing
- vi. Promotion Management and B2B Marketing
- vii. Customer Relationship Management
- viii. Consumer Behaviour
- ix. Marketing Research
- x. Internet as a Tool of Marketing
- xi. Pricing Theories

**C. Supply Chain Management (35)**

- i. Supply Chain Management: Concept
- ii. Total Quality Management
- iii. Logistics Management: National and International
- iv. Retail Management
- v. Transportation Management
- vi. Service Operations Management
- vii. Business Process Reengineering
- viii. Role of IT in Supply Chain Management
- ix. Emerging Issues in Supply Chain Management
- x. Aggregate Planning
- xi. Designing Supply Chain Network
- xii. Warehousing and Inventory Planning and Management
- xiii. Contract Management

**Syllabus for Management Trainee (Technical) [Post Code -2]**

- i. Basic Agriculture (30) – Principles of Crop Production, Crop Protection, Post-harvest care, Grain Protection, Agriculture Extension, Horticulture, Animal Husbandry, Distribution & Economic Scenario.
- ii. Biotechnology (20) – Microbes: Beneficial & Harmful, Genetic Engineering, Biotechnological Principles, Economic Biotechnology, Pathogens & Control, Recent trends
- iii. Entomology (30) – Basic Entomology, Economic Entomology, Beneficial & harmful Insects, IPM, Storage Entomology, Vertebrate Pests, Taxonomy, Insect Pest Management
- iv. Chemistry (20) – Physical Chemistry, Inorganic Chemistry, Organic Chemistry.

**Syllabus for Accountant [Post Code -3]**

**A. Financial Accounting (30)**

- i. Indian Accounting Standards (Ind As) notified by MCA under Companies Act, 2013.
- ii. Accounting Process and GAAP
- iii. Accounting of Income, expense, Assets & liabilities.

- iv. Preparation of Bank reconciliation statement.
- v. Rectification entries & disclosure notes in annual accounts.
- vi. Cash flow statement.
- vii. Format of preparation of final accounts of company.
- viii. Banking operations: Transaction & Accounting.
- ix. Pay Roll accounting
- x. Nature and functions of Cost Accounting and methods of cost control/cost reduction.

**B. Taxation (15)**

- i. Income Tax: Concept and various provisions as per Income Tax Act, 1961.
- ii. Salient features/ provisions related to Goods & Services Tax Act, 2017

**C. Auditing (15)**

- i. Auditing: Concept
- ii. Company Audit
- iii. Audit reports and Audit Certificates
- iv. Ledger Scrutiny
- v. Internal Control

**Syllabus for Junior Technical Assistant, Junior Technical Assistant- SRD(NE) and Junior Technical Assistant- SRD (UT of Ladakh) [Post Code -5, 7 and 8]**

- i. **Basic Agriculture (15)** - Crop Production, Animal Husbandry, Plant Protection, Agriculture Extension, Horticulture, Agriculture Economics
- ii. **Botany (10)** – Cell Biology: Tissue, Organ & Organ System, Genetics, Plant Classification, Diversity, Ecology, Life Process: Photosynthesis, Respiration, Circulation, Movement etc.
- iii. **Zoology (15)** – Insect: Morphology, Physiology, Taxonomy. Organ System, Heredity & Variation, Micro Organisms, Storage & Public Health, Insects & Rodents, Insecticides, Toxicology
- iv. **Chemistry (15)** – Chemical bonding, Organic Chemistry, Inorganic Chemistry, Biochemistry
- v. **Physics (10)** Motion, Force & Energy, Electricity, Magnetism, Light & Sound, Thermodynamics, Measurement.

**CWC reserves the right to modify the structure of the examination which will be intimated through its website. Other detailed information regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the call letters from the authorized CWC website [www.cewacor.nic.in](http://www.cewacor.nic.in).**

**Please note that candidates will not be permitted to appear for the online examination without the following documents:**

- 1. Valid Call Letter for the respective date and session of Examination**
- 2. Photo-identity proof (as specified) in original bearing the same name as it appears on the call letter/application form.**
- 3. Photocopy of photo-identity proof (as mentioned in (2) above)**

**Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination.**

The reporting time mentioned on the call letter is prior to the start time of the test. Though the duration of the examination is 150 minutes according to the posts, the candidates may be required to be at the venue for upto 4 hours or more including the time required for completion of various formalities such as verification and collection of various requisite documents, biometric data capturing, logging in, giving of instructions etc. and including disruptions beyond control.

**III. Penalty for Wrong Answers**

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth (1/4<sup>th</sup>) of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question.

**IV. Examination Centres**

- (i) The examination will be conducted online in venues across centres in India. The tentative list of Examination centres is available in **Annexure I**.
- (ii) No request for change of centre for Examination shall be entertained.
- (iii) CWC, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- (iv) CWC also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (v) Candidate will appear for the examination at an Examination Centre at their own risk and expenses and CWC